



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SENIOR PAYROLL CLERK
Posting Number	PN# 111947
Department	Houston Airport System
Division	Bush Intercontinental Airport
Section	Management
Reporting Location	2800 North Terminal Road
Workdays & Hours	Varied, normally M-F
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

In a fully automated timekeeping environment, processes payroll transactions for a 75-employee or larger work group. Responds to employee and supervisor questions regarding payroll in various sections. Performs data entry tasks. Distributes payroll checks. Assists with Worker’s Compensation paperwork. Provides customer service to all employees and supervisors. Performs other payroll and clerical duties as assigned.

WORKING CONDITIONS

Performing these duties will involve: observing and differentiating details amid distractions; solving arithmetic and numerical problems; speaking and writing effectively; dealing with people in tense situations; performing repetitive activities that are critical and demanding; operating city vehicles; ability to work in standard office environment; may be required to lift up to twenty (20) pounds; ability to visit various work locations involving considerable distances and maintaining high ethical standards. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

High School Diploma or GED certificate.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of payroll or payroll related experience is required, preferably in an automated environment.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver’s license and compliance with city’s policy on driving (AP 2-2).

PREFERENCES

Knowledge of basic bookkeeping and standard accounting procedures in an automated environment; ability to operate a personal computer, calculator, facsimile machine, copier and other standard office equipment. Knowledge of GENESIS Timekeeping System and MS Office Suite software. Ability to deal courteously and effectively with employees, supervisors, and co-workers. Ability to communicate effectively orally and writing.

SELECTION/SKILLS TEST REQUIRED

Application review, work sample exercise and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13	
\$ 989.00 - \$1,154.00 Biweekly	\$25,714.00 - \$30,004.00 Annually

OPENING DATE

JULY 12, 2006

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submit online at:

<http://www.fly2houston.com>.

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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